

United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

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Alexandria, VA  
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DATE: October 21, 2014

MEMO CODE: SP 05-2015

SUBJECT: Revised Administrative Review Tool and Forms

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This memorandum notifies State agencies of recent updates to School Meal Programs Administrative Review Tools, Forms, and Instructions for School Year (SY) 2014-2015. While the concepts of the review remain the same, four documents have been revised to reflect changes identified by State agencies after the initial posting. Specific changes are as follows:

1. **Special Provision Option Non-Base Year Claiming Percentage-Funding Level Summary Form (SFA-1A)**: instructions revised for clarity;
2. **Resource Management Risk Indicator Tool**: drop down menus and Paid Lunch Equity assessment risk flag corrected;
3. **Fiscal Action Workbook (FA-1)**: rounding error corrected; and
4. **Dietary Specifications Assessment Tool**: drop down menus and risk determination corrected.

State agencies are advised to access revised materials on PartnerWeb, under Child Nutrition Programs in the Resources tab. Filtering the contents for subject "Administrative Review" will provide users with a list of all the updated Administrative Review materials for SY 2014-15.

State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office.

**Original Signed**

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Director

Program Monitoring and Operational Support Division  
Child Nutrition Programs